



RECREATION

UTAH OFFICE OF OUTDOOR RECREATION GRANT PROGRAMS

2021 GUIDE



INTRODUCTION

In addition to being one of Utah's most effective recruiting tools, outdoor recreation helps grow Utah's economy and communities. Some counties, cities and towns capitalize on local outdoor recreation amenities to attract tourists to the region. Other communities find that having nearby outdoor recreation opportunities adds to local citizens' quality of life, helps attract new residents, and can increase local property values. Businesses, especially high-tech firms, consider outdoor recreation access "absolutely vital" to attract high-value employees.

The Utah Office of Outdoor Recreation's (OOR) mission is to ensure Utahns can live a healthy and active lifestyle through outdoor recreation. With our grant programs, we support local communities in achieving this mission and are excited to offer two additional grants in 2021. This year's grant programs include:

Utah Outdoor Recreation Grant (UORG) – Tier 1 is for new outdoor recreation infrastructure projects and helps communities build recreation amenities that support local economic development and funds projects from \$10,001-\$150,000.

UORG Regional Asset Tier funds up to \$500,000 for large projects with a total value of at least \$2 million.

UORG Mini-Grant is ideal for smaller projects. The grant award funds between \$500-\$10,000. If your project requires only a small investment to complete your project, the mini-grant may be a good fit.

Utah Outdoor Classroom Grant awards up to \$10,000 to community-based non-profit organizations or publicly funded K-12 schools to help get Utah's K-12 students outside— to learn, gain a skill, and enjoy the outdoors!

Recreation Restoration Infrastructure Grant (RRI) funds are awarded to restore high-use and high-priority trails or repair or replace other types of developed recreation infrastructure on public lands. RRI grants are offered from \$5,000-\$150,000.

This program guide helps applicants apply for the Utah Office of Outdoor Recreation grants and breaks down specific requirements, and provides examples for success.



Over several years, Kane County utilized OOR grants to develop the Jackson Flat Reservoir into a significant regional amenity.



The City of Vernal created a gathering place for their community with the Old Fort Ponds Community Fishery. It is a true asset expanding regional access to fishing with two ponds and designed to accommodate youth and ADA recreation.

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Thank you to the groups that helped supply photos for this program guide:

American Conservation Experience, Cache County, City of Vernal, City of Helper, City of Millcreek, City of Moab, Emery County, Garfield County, Kane County, Nibley City, Northeastern Utah Mountain Bikers, Oakley City, Salt Lake County Parks and Recreation, Sevier County, Southern Utah University, Trail Alliance of Southern Utah, U.S. Forest Service, U.S. Department of Transportation, Utah Conservation Corps, Utah Office of Tourism, Utah Olympic Legacy Foundation, Utah State Historic Preservation Office, Utah State Parks, Wasatch Trails Alliance, Zion National Park Forever Project

OVERVIEW

This table provides a snapshot of what to prepare for when applying for the OOR Grants.

General Eligibility Requirements	<ul style="list-style-type: none"> ► Eligible applicants: Municipalities, counties, tribal governments, and non profit organizations. ► Public use: The project must be open for public use. ► Economic opportunity*: Must increase visitation to the area and/or offer an economic opportunity to the community to focus on attracting and/or retaining residents. <p><i>*UORG Tier 1 and UORG Regional Asset Tier only.</i></p>
2021 Grant Cycle	January 20 - March 19, 2021
Deadline	Friday, March 19, 2021, by 5 p.m. MST
Grant Sizes	UORG Tier 1 – Grant awards range from \$10,001 to \$150,000 per project.
	UORG Regional Asset Tier – UORG funding of up to \$500,000 is available for large outdoor recreation projects that will cost more than \$2,000,000. At this level, applicants must present to the Outdoor Recreation Grant Advisory Committee in-person or virtually.
	UORG Mini-Grant - \$500 - \$10,000 – New to 2021
	Utah Outdoor Classroom Grant - \$500 to \$10,000 – New to 2021
	Recreation Restoration Infrastructure (RRI) – Grant awards range from \$5,000 to \$150,000 per project.
Match Component	They are given as a 1:1 match. At least half of the applicant's match must be a cash match. <i>For RRI, UORG Mini-Grant and Utah Outdoor Classroom grant, the match can be a combination of partner and applicant.</i>
Contract and Reporting Requirements	<ul style="list-style-type: none"> ► The project must be completed within 24 months of the signed contract date. UORG Mini-Grant and Utah Outdoor Classroom Grant to be completed within 18 months of the signed contract date. ► Funding is given after the applicant's spend. ► Up to 75% of the matched monies may be given before completion of the project. ► The final funding is contingent upon inspection of the completed project. ► Awardees will only receive reimbursement funds up to the amount the awardee spends (e.g., if you were initially awarded \$10,000 but only ended up spending enough to qualify for \$8,000, awardees will only be reimbursed \$8,000).

Utah Outdoor Recreation Grant (UORG) Project Selection and Exploration

The Utah Outdoor Recreation Grant (UORG) is the cornerstone of our grant programs. The following planning tips can be applied to each grant we offer, and we encourage you to use them as you think about implementing your project!

Analyze the Community Needs

Outdoor recreation amenities add to Utah's high quality of life, attract tourists and offer residents fun family activities to stay physically and mentally healthy. Consider the unique aspects of your community, its people, topography and recreational needs. Is there an existing outdoor recreational need in your area? What information and data might demonstrate this need?

Including the community in the planning process ensures engagement and support for the proposed project. In the Bridger Bike Park case, a campaign was established that supported the park's construction, and Logan City backed this by matching the community's donations. This project's success shows community engagement and municipal support leads to higher use and improved knowledge of the recreational infrastructure in the community.

Consider the Economic Benefits

From the high alpine slopes of the Uintas to the stunning red rock landscapes in the south, Utah is blessed by mother nature. No matter where you live in Utah, you're never far from remarkable recreation areas that make our state an outdoor lover's paradise. The classic canyon trails, world-class rock climbing and riverside parks that attract tourists also provide residents an unmatched quality of life.

New businesses

Utah communities are seeing a connection between offering local outdoor recreational amenities and attracting new residents, businesses and investments. How can your recreation infrastructure project help attract new businesses to Utah? Easy access to outdoor recreation is a recruiting tool used by Utah employers and a highly-regarded selling point by real estate agents.

BRIDGER BIKE PARK

After seeing bikers regularly using a local skate park, it was clear there was a need for a recreational space designed and dedicated to accommodate these bikers. With a partnership between Cache Trails Alliance, Logan City, Cache County and local businesses and residents, the Bridger Bike Park was built with support from a UORG grant.

As the demand was already in place, opening day became a celebration of eager residents, and the park has continued to serve as a place for recreation, skill development, and tourism.



In the application, you'll be asked if the trail or other infrastructure being planned will serve economic development needs in the local area. The grant applicant may want to refer to several national economic benefit studies that show the impacts of trails on property values or business impacts.

Increased tourism

A community may wish to extend its tourism season by designing outdoor recreation projects that add winter recreation amenities to an area that attracts outdoor recreation tourism during the warmer months. A project is more likely to be funded if it receives a strong letter of support from the local tourism office. Long transportation corridors such as paved multi-use paths for distance cyclists and pedestrians can be a big attraction for visitors and locals.

For example, an extensive, well-marked network of off-highway vehicle OHV trails can draw tourists and bring economic benefits to nearby communities. Because lodging is usually the most considerable portion of a visitor's spending, a trail's economic impact increases when it attracts overnight visitors. Adding trails and recreational amenities for particular outdoor sports can increase resident and visitor spending in local businesses. Local recreation-based companies will thrive as visitors purchase or rent recreation gear or vehicles. Once a region has a well-developed trail system or other amenities, local guiding and expedition services can grow. What is the recreational value of your proposed project?

Large events

Well-planned infrastructure projects can be used to host large events such as races, competitions, recreation-based community gatherings and more. These events bring a crowd of visitors to the community who spend money on lodging and local restaurants. Is your trail, track, route, etc., suitable for hosting these types of events? Is there potential for increasing capacity or access to a nearby amenity to accommodate large groups or events?

Plan it out

As part of the UORG format, all grant recipients have 24 months to complete their projects before being open for public use. Applicants should show the scoring committee that the project is "shovel ready" and is going to be completed on time.

Phasing

Is your project a multi-year effort such as a long paved trail, a network of mountain bike trails or river restoration with several recreational elements? If so, we recommend the project be divided into manageable segments or phases. A grant applicant who receives UORG funding for Phase 1 of a long trail could apply for Phase two or three after the first trail segment is completed.

Timeline

A project timeline ensures you have the detailed work mapped out over the next few months, so the project resources are allocated correctly once the project begins. A timeline is also a required attachment in the application.

Planning

A full planning process should occur before you write the grant application. The UORG applications require a conceptual design of the project. Proper planning ensures the infrastructure project objectives will be met and guarantees adequate funds to complete the project. Seek advice from the appropriate experts; consult with landscape architects, architects (if a building is part of the project), engineers, your attorney and your community.

Develop project scope and work plan. Well-thought-out projects prevent problems that could cause delays. Your team should create an overall project work plan before the project starts. The project plan helps your organization accurately estimate the total project effort and duration.



Volunteers

We all want to enjoy our favorite trails and outdoor places. Community volunteers can make a massive difference in stretching thin budgets and adding to the project capacity. If you have the support to recruit, organize, train and manage the volunteers, they can be a tremendous asset. Utah is known as a volunteer state and holds the top spot among states for the highest volunteering rate at 51%. Projects that engage volunteers are encouraged but not required.

Historic Site Considerations

Applicants must consider the effect of the grant project on any historic property. Suppose a project intersects with a historic site. In that case, an on-site archeological investigation must be conducted, and a written evaluation of the undertaking's effect on any historic property must be provided to a Utah State Historic Preservation Officer for assessment and approval. If your project is ground-disturbing and is in an area that has not been previously disturbed in the last 50 years, then an archaeological investigation will likely be necessary. Any fees associated with hiring a principal archaeological investigator can be considered an eligible project cost. An updated list is found at <https://publiclands.utah.gov/archaeology-principal-investigators>.






The Access Fund's 2016 Joe's Valley Climbing Sustainability Initiative Project has helped to improve the infrastructure and amenities in this premier climbing destination, allowing Castle Dale's businesses and restaurants to see economic benefits from its rising popularity and development.

Eligible and Ineligible Infrastructure

What type of project can you apply for?

The Utah Outdoor Recreation Grant funds permanent and public outdoor infrastructure projects that engage the community in outdoor recreation activities. UORG supports infrastructure projects related to the following outdoor recreation activities:

 <p>Adaptive outdoor recreation of all types</p>	 <p>Off-road motorized activities: UTV, ATV and off-road motorcycles</p>	 <p>Snow activities: snowboarding, all skiing types, snowshoeing, snowmobiling and ice-skating in outdoor rinks</p>
 <p>Camping: tent, RV, yurts and hammocking</p>	 <p>Outdoor adventure course activities: outdoor challenge course, disc golf or ropes course</p>	 <p>Trail activities (natural surface): hiking, backpacking, trail running, mountain biking and horseback riding</p>
 <p>Fishing: all recreational types</p>	 <p>Rock and mountain activities: canyoneering, rappelling and all types of outdoor climbing</p>	 <p>Water activities: canoeing, kayaking, rafting, stand-up paddling, sailing, motorized boating swimming in lakes or rivers and snorkeling</p>
 <p>Nature enjoyment: wildlife viewing, wildlife photography, birdwatching and nature walks</p>	 <p>Shooting activities: archery, target shooting and biathlon</p>	 <p>Wheel sports (paved surface): recreational bicycling, skateboarding, scootering and rollerblading</p>



With the development of these world class mountain biking trails, the Iron Hills Trail System has helped local bike shops' economic health, attracted tourists, and inspired the growth of high school mountain biking in the area.



Examples of ELIGIBLE Infrastructure	Examples of INELIGIBLE Infrastructure
Trail infrastructure and vertical trails: Examples include sustainable trails to replace poorly made do it yourself trails, bridges, or tunnels.	General maintenance or repair on existing trails such as resurfacing with gravel or erosion control.
Recreational trail facilities: Trail or wayfinding signage, trailhead parking, kiosks, restrooms, etc. Parking lots and bathrooms will score low with the committee unless paired with an additional trail or signage improvements	Wayfinding signage that is not part of a trail. Road improvements to or from trailheads or campsites.
River or lake recreation amenities: Revitalization of a river for recreational purposes, ramp/launch sites to improve water access areas. Removal of water recreation hazards.	Outdoor swimming pools or water amusement parks. Harbor dredging projects.
Substantial outdoor climbing structures: Possibly within a community park or other areas.	Indoor recreation amenities (e.g., indoor shooting or archery range, or indoor rock-climbing wall.) Athletic fields, tracks, sports courts, or standard playgrounds.
Structures for fishing, wildlife and bird viewing: ADA-compatible fishing piers or platforms.	Infrastructure for private camps such as YMCA, BSA, GSA, or church camps.
Inclusive infrastructure: Projects that provide outdoor recreation opportunities for people of ALL abilities, including those with impairments	Structures for private businesses such as outdoor service concessions, amusement parks, golf courses, etc
Winter recreation: Winter trails may include grooming equipment but should also include permanent structures such as kiosks, signage, or warming huts.	Westroom facilities that are not part of a current recreational infrastructure project or extension of an existing project.
Campground facilities: Community-owned or sponsored campground facilities, including yurts or treehouses for camping. Power, lighting and septic systems should be paired with additional improvements.	Campgrounds or yurts owned by a for-profit entity.
Outdoor shooting sports infrastructure: Construction of a range or structure for outdoor shooting sports, including archery.	While shooting sports such as archery ranges are eligible, police or military-style shooting ranges are ineligible.



EXAMPLES OF PAST FUNDED UORG PROJECTS



HERITAGE PARK XC SKI CENTER

Applicant: Nibley City

Awarded: \$39,835.00

Description: This project developed a centrally located Nordic ski trail loop and warming hut in Nibley City's Heritage Park. Funds were used to help acquire needed snow grooming equipment, install interpretive and wayfinding signage and construct a warming hut for winter recreators.

Strengths: Expanded recreation opportunities by using an existing park. Provided a convenient and welcoming space to be introduced to cross-country skiing.



FISH LAKE MARINAS RENOVATION

Applicant: Sevier County

Awarded: \$100,000

Description: This project completed the restoration of numerous marinas on Fish Lake, including adding rip-rap to the docks, improvements to the walkways, parking lot expansion and grading, and the installation of toilets.

Strengths: Provided much-needed expansion to both the marinas and the surrounding infrastructure. Increased access, capacity and tourism for Fish Lake.



PINE CANYON BIKE PARK

Applicant: Wasatch Trails Alliance

Awarded: \$40,000

Description: This project constructed two flow trails, one beginner and one intermediate, along with a pump track with various features to engage all skill levels. The Wasatch Trails Alliance used support from Wasatch Mountain State Park, Wasatch County, Heber City, Midway City, the Midway resorts, the local High School Mountain Biking Team and local bike shop owners to plan, promote, and complete it.

Strengths: Along with strong partnerships, the Pine Canyon Bike Park fills a regional gap in recreational opportunities, giving Wasatch County and the Heber Valley a public place for new riders and kids to build essential skills. It also encourages visitation to the area, the state park, and the neighboring campground.

OAKLEY CAMPGROUND & CORRIDOR TRAILS PROJECT

Applicant: Oakley City

Awarded: \$150,000

Description: This project helped develop the Oakley Recreation Complex by building a campground, expanding an additional RV campground, and connecting an existing trail to the complex. Additionally, the project partnered to support three trail projects adjacent to the area.

Strengths: Used community partnerships to support large recreation and access improvements to hiking, fishing, camping and horseback riding. Increased safety and addressed the lack of suitable lodging in the surrounding area during larger regional and community events.



GOOD WATER RIM TRAIL

Applicant: American Conservation Experience

Awarded: \$70,000

Description: This project built 14 miles of new non-motorized trail as part of the Good Water Rim Trail using youth crews. As part of this trail construction, social trails were eliminated while parking and interpretive signage locations were identified for future projects.

Strengths: By working with the BLM Price and Emery County, this project identified a high-use yet undeveloped area and helped sustain a recreation environment within it, protecting the habitat and expanding safe access for non-motorized recreation.

UORG REGIONAL ASSET TIER

The Regional Asset Tier awards up to \$500,000 to projects with a total value of at least \$2 million. These large projects can become regional draws bringing economic and tourism benefits through increased visitation and resident retention. Applicants to the Regional Asset Tier level funding will be required to give a five minute in-person or virtual presentation to the Utah Outdoor Recreation Grant (UORG) Scoring Committee. The scoring committee has discretion in the number of Regional Asset Tier projects and the awarded amount. The most competitive projects will focus on using UORG funds to support outdoor recreation elements rather than surrounding infrastructure, such as bathrooms or parking lots. Applicants are encouraged to show how they can raise additional funds if the full \$500,000 is not awarded. For a more in-depth look at the Regional Asset Tier funding, go to: *08:49 on the 2020 Grant Workshop Webinar.*

2020 Regional Asset Tier Recipients



Millcreek City Center Ice Ribbon \$500,000 (2020)

As part of the new Millcreek City Center development, Millcreek will be using their funding to build an ice rink/ribbon to draw community members to enjoy outdoor recreation during the winter months. This rink will double as a roller-skating rink/ribbon during the summer months, providing urban outdoor recreation opportunities year-round.

Jordan River Water Trail \$250,000 (2020)

This project will install nine canoe/kayak launches along the Jordan River and construct one parking lot to access a launch location, allowing individual users to have various options to recreate on the river. Several of these launches will be designed to accommodate users that use mobility devices. This is the first phase of the Jordan River Water Trail, which aims to increase recreational opportunities along the Jordan River Corridor.



Jordan River Water Trail — Phase 1 Launch



Creating a Base Camp for Cedar Breaks Recreation Experiences
\$500,000 (2020)

This infrastructure project will create an active and accessible learning outdoor space at Cedar Breaks National Monument to be used across three seasons. Grant funding will focus on establishing the project's outdoor recreation space, including ADA restrooms, outdoor shelter and trail improvements for visitors of all abilities to experience the site's expanded high altitude recreational and interpretive programs.



Helper City River Revitalization
Phase VI - \$250,000 (2020)

Helper City will use these funds to continue revitalizing the Price River. In the last phase, Helper will complete the removal of the obsolete structures and install 15 natural rock grade control weirs, and 10 habitat features to provide fish passage upstream of the project area. This project creates better access, enhances safety, returns the Price River to its most natural state, and encourages recreational use.

THE UORG MINI-GRANT

The UORG Mini-Grant is for smaller outdoor recreation and trail projects and provides grants between \$500 and \$10,000. The application is shorter and more straightforward, but the eligibility requirements are similar. The grant needs to be matched at least 1:1 with non-state funding. Up to half of the match for the grant can be in-kind. Like the other grant programs offered by the Utah Office of Outdoor Recreation, it is a reimbursement based grant program. The Office of Outdoor Recreation provides funding to grant recipients after expenses have been incurred.

Examples of small outdoor recreation projects that could be funded with the mini-grant include natural surface trails, trail infrastructure, disc golf courses, 3-D archery ranges and small outdoor climbing walls.



UTAH OUTDOOR CLASSROOM GRANT

The Utah Outdoor Classroom Grant funding is dedicated to permanent, built infrastructure that can support student learning and is limited to between \$500-\$10,000. Eligible entities include nonprofits, public K-12 schools, and tribal organizations. Examples include, but are not limited to, amphitheaters, pergolas, picnic tables, pollinator gardens and other landscaping. Funds from this grant will not support the purchase of materials that may only last one season, including pop-up tents, camp chairs, etc.

A connection to a nature-based curriculum and/or outdoor recreation opportunities should be a part of this grant. Applicants need to provide specific examples of nature-based curriculum and outdoor activities they intend to teach outdoors. These examples may or may not correlate with USBE standards. Refer to the OOR Website – Outdoor Classrooms Toolkit for resources on planning, building, and designing a curriculum.

RECREATION RESTORATION INFRASTRUCTURE

Introduction

In Utah, we love our unique outdoor places. As our population grows rapidly, even more of us are hitting the trails or wanting to take the family camping, contributing to the heavy stress on these unique outdoor places and the facilities that served us for decades. As the visitation continues to increase, budgets have not kept pace, and resources are stretched thin and degraded trails, and aging infrastructure are much more visible.

Utahns made clear they want these areas to remain beautiful and accessible for future generations to enjoy. Communities recognize how these recreation areas have become large economic drivers. With this in mind, the Utah Legislature created the Recreation Restoration Infrastructure (RRI) grant program. The RRI grant program awards funds to restore high-priority trails or repair or replace other types of developed recreation infrastructure to aid with deferred maintenance and reduce the backlog of such projects on public lands.

RRI Project Requirements

Public Lands: The infrastructure must be on publicly owned lands, which can be city, county, state or federally owned and managed. If on federal or state-managed lands, coordination with the appropriate land management is essential.

Partnership: For work on federally or state-managed lands, the applicant should have a sponsored volunteer or other agreement with their local Forest Service office, BLM field office, National Park unit, or with the appropriate unit within the Utah Department of Natural Resources.

Letter of Support: A letter of support from the appropriate land manager is required. The letter should come from the local Forest Supervisor or District Ranger, the local BLM Field Manager, or the National Park Unit for federal lands. For state lands, the letter should come from the local State Park Manager. For municipal public lands (county, city, tribal, etc.), a letter from the appropriate leadership branch stating their support, including financial support, will suffice for the project.

Eligible Infrastructure Projects

The RRI Grant funding can be used to rehabilitate or restore recreation amenities on public lands in areas that receive high visitation.



Trails: Repair, realignment, reconstruction or other major maintenance projects for both non-motorized and motorized trails. Needed repairs or replacements of trail infrastructure such as bridges, culverts, trail signage, interpretation signage, trailhead kiosks, trailhead restroom, overlook structures, etc.



Campground/Picnic sites: Repair, replacement or reconstruction of campsite parking areas, potable water sources, tables, fire rings, restrooms, kiosks, rustic shelters for shade or rustic structures for visitor lodging, signage and the like.



Water recreation infrastructure: Repair, replacement or reconstruction of boat docks, fishing piers, shoreline boardwalks, boat launches, bank or shoreline repair for recreation areas, etc.



Accessible outdoor recreation facilities: Repair, replacement or reconstruction of recreation amenities that would be accessible to visitors with disabilities within the above categories.



What is not funded by the grants? Funding is for major reconstruction or restoration of the infrastructure and is not for annual maintenance and upkeep. Invasive species removal can be included in a restoration plan as an eligible cost but cannot be a stand-alone project.

Defining trail class under USFS standards: When considering the most significant impact for trails users, trail classes three, four and five are prioritized for funding. Classes one and two can be incorporated into a more extensive restoration project but will score lower if not included in larger system repairs. Remember class types are not clearly delineated but just general development scale categories.



CLASS 1: MINIMALLY DEVELOPED
Tread intermittent and often indistinct



CLASS 2: MODERATELY DEVELOPED
Tread continuous and discernible, but narrow and rough



CLASS 3: DEVELOPED
Tread continuous and obvious



CLASS 4: HIGHLY DEVELOPED
Tread wide and relatively smooth with few irregularities



CLASS 5: FULLY DEVELOPED
Paved. Tread wide, firm, stable, and generally uniform
For a more in-depth look at this classifying system, refer to USFS National Trail Class Matrix on our resources page at business.utah.gov/outdoor/grants.



Red Canyon Bike Trail

Examples of RRI Projects

JACOB'S LADDER TRAIL REROUTE TO LONE PEAK CIRQUE

Applicant: Salt Lake Climbers Alliance
Awarded: \$45,000

Description: This project will reroute a steep 3-mile section of unsustainable trail to Lone Peak Cirque known as Jacob's Ladder in the Wasatch National Forest using hand crews, machines, volunteers and support from the Salt Lake Ranger District.

RED CANYON BIKE TRAIL RESTORATION PROJECT

Applicant: Garfield County Economic Development
Awarded: \$82,500

Description: This project restored 8.6 miles along the Red Canyon Bike Trail in Dixie National Forest that suffered from cracking and subsidence issues. This restoration included slurry sealing and striping through the project's length and has made this high-use area safer and more enjoyable for recreation.

RECONSTRUCTION OF SPRUCES CAMPGROUND

Applicant: Kane County
Awarded: \$149,457

Description: This project is reconstructing 12 campsites on the north loop near the Navajo Lakeshore. This reconstruction includes modernizations that accommodate larger recreational vehicles, replacement of tables, kiosks, parking and amenities for visitors with disabilities.

ONLINE APPLICATION PROCESS

A step-by-step application-help webinar from the 2019 cycle is found at <https://drive.google.com/file/d/1EDXAqQdh2i1KFQpgroxMf8QXWqim2ygt/view?usp=sharing>. It provides further direction from setting up your account to submitting your application.

Links to all the Utah Office of Outdoor Recreation grants will be available on our official website at business.utah.gov/outdoor/grants when the application period is open (January 20, 2021). Confirm the application you start is the correct one. After clicking the link, there will be several things to keep in mind.

Username and Password: The application portal will prompt you to create a username and password, allowing you to work on, save, and update your application at any time before submitting it. You can use this same username and password if you apply for multiple grants or future program grants.

COSTS AND MATCHES

What are qualifying funds for OOR grants?

Allowable costs or matches include necessary, reasonable costs that contribute directly to the completion of work on the outdoor recreation infrastructure project. Ineligible costs or matches, includes the five Ps:

- P**urchase of the land
- P**lanning
- P**rior work
- P**ermitting costs (such as NEPA)
- P**reservation (i.e., maintenance)

TIME SAVING TIPS

- 1 To preview all that is required for the application or to download the sample applications and attachment templates, visit the Utah Office of Outdoor Recreation website: business.utah.gov/outdoor/grants
- 2 Get a head start on the application by drafting answers in a word processor. This will allow you to easily edit and review all answers before copying them to the application. Be aware of the character limit in the application portal, noted on each question.
- 3 Save your work in the online application frequently. Connection errors can lead to a loss of answers and they are not recoverable.
- 4 Hold the cursor over the “help” button for helpful information.
- 5 When using template forms from the application portal, be sure to download, complete, and then upload to application.
- 6 Add attachments such as maps, support letters, etc. at the end of the process. Attachments larger than 20 MB will receive an error message.
- 7 Reach out to the Office of Outdoor Recreation with any questions, clarifications, or concerns.



Engineering costs will be allowed as a match from the applicant but may not be paid for with grant funding. All costs must be documented adequately and incurred during the 24-month grant contract period, one exception being in-kind work, which can begin on the project earlier. However, eligible spend activity and in-kind contributions to meet the match requirement will only be counted starting on the contract effective date listed on the document.

Allowed Costs or Matches	Disallowed Costs or Matches
Purchase of non-fixed assets: Costs must be pro-rated for the amount used on a project for items such as trail building machinery, hand tools for trail work, or land clearing, etc.	Construction of storage buildings used to store items other than recreational equipment. The use of the applicant's equipment or materials is not eligible as a match.
Services provided: Such as skilled or unskilled labor can be included as an eligible cost, or if donated, as an in-kind match.	There are limits to a match of the applicant's employees. Applicant and partner staff hours that would have already been paid.
Construction costs: Including equipment, supplies, and more can be included as either an eligible cost or if donated, as an in-kind match.	Administrative costs such as photocopies, mileage, food, clothing, grand opening costs, marketing costs, grant writing, etc.
Gifts and donations: Acceptable if they are used during the contract period.	Ongoing maintenance costs for the infrastructure.
Engineering plans: Costs associated may be used as a portion (up to 15%) of the applicant's match.	Purchase or donations of real estate for the project.
	Work completed before the grant award.

Contingency Costs

A contingency to finance the unexpected expenses of the project is allowed. Including this in the budget spreadsheet is optional. If included, the applicant should increase their match proportionally so that the applicant's share of the project costs is never less than 50% if it is not used. The contingency costs should not exceed 10% of the total budget of the project.

Applicant's Employees or Other Groups as an In-Kind Donation

Can the applicant's employees be used as a source of unskilled manual labor for tasks such as trail or land clearing?

Can this labor count as an in-kind match? Employees may join a community volunteer group that has taken on a job for the project. Communities and organizations with limited resources may count their professional staff's services in the construction of the infrastructure for up to 10% of their total match. For volunteer rates, refer to the

Independent Sector on our website resources page. While it is not preferred, the use of an applicant's skilled labor force can be used for up to 20% of the in-kind match. The match is limited to the employee's hourly wage, without benefits, and must be well-documented during the project construction. Appendix F provides an example of a timesheet to be used. If not needed as a match, it is still helpful to count the grant recipient's labor and that of their own employees to measure the project's full value.

Professional Services, Equipment, and Materials

Can an applicant count the value of a discount on professional services, equipment, or materials as an in-kind match?

Because this can be problematic in the documentation and accounting, we allow a switch in the offering. For example, if a hardware business is willing to offer a 40% discount on their lumber for the project, ask if the business could instead donate four units of the needed lumber to purchase six units.

Matching Requirements

All OOR grants require a minimum 50/50 match. The applicant's match can be a combination of cash and allowable in-kind donations. For UORG Tier 1 and Regional Asset Tier, the minimum percentage of cash match should be at least 50% of the applicant's match, or 25% of the total project. We recommend budgeting for more than a 1:1 ratio, as this may resolve issues resulting from ineligible costs for the project.

Partnerships that include meaningful private contributions as part of the local match are encouraged. Applicants with generous financial partners must make some type of cash contribution of their own to demonstrate commitment.

In-kind matches may include donated services, equipment, supplies, or other commodities.

All matching resources must be eligible costs. Please document the value of donated materials with a receipt or quotation written on the contributor company's or organization's stationery. To qualify as a matching cost, partner contributions should be necessary and reasonable items or services at fair market value. The costs must be directly connected to the completion of the project.

When applying with unsecured funds as a match, applicants must provide detailed contingencies on how the project can still be completed if the unsecured funding sources don't come through.

Donations

Eligibility and value of donations: Non-cash donations in the form of equipment, supplies, services and other expendable property may be used as a portion of your organization's or community's matching share if identified in the project application.

The use of the project applicant's or partner's equipment, materials, or real property does not constitute a donation. The use of all donations to the project must be an integral and necessary part of the project proposal and occur during the contract period to count as an eligible match. All contributions must be documented. When requesting reimbursement for project costs, the value of eligible donations cannot exceed the project's cash expenditures.

Labor: The value of labor donations is generally the wage rate of unskilled labor in the immediate area (usually minimum wage). For skilled workers working in their trade, the rate is the actual wage these workers are typically paid for their labor. Applicants should count work completed by a trail group's experienced volunteers as skilled labor. In both cases, only base wage rates are allowable, exclusive of any fringe benefits. Accurate time records must be regularly maintained. Timesheets should include the date; hours worked on the site, occupation, type of work performed, worker's signature and supervisor's signature.

Equipment: Rates for donated equipment used on the project may not exceed its fair rental rate. Hourly rates may be based on the current Utah Department of Transportation equipment codes, classes and rental rates, or a rental rate guidebook that provides regional average rates for construction equipment. Timesheets to record rental rates are also required and are filled out in the same manner as donated labor. See the Federal Emergency Management Agency's (FEMA) Schedule of Equipment Rates for a list of rates: [fema.gov/schedule-equipment-rates](https://www.fema.gov/schedule-equipment-rates).

Material: Allowable amounts charged for donations of materials may not exceed market value. Documentation should include a signed statement from each donor describing the donation and its market value. An independent statement of market value given by a dealer or vendor may also be required.

SCORING AND AWARDING PROCESS

Scoring Criteria

The Office of Outdoor Recreation (OOR) will conduct an initial review of all applications including reviewing the application for completeness, ineligible project components, project funding with a local match and the required attachments and documentation. The Office Outdoor Recreation staff will forward all eligible applications to the Utah Outdoor Recreation Grant (UORG) Advisory Committee for review and scoring.

Scoring Criteria

Applications are broken into sections with scoring values. The scoring committee will evaluate applications for:

- ▶ Community need and economic impact
- ▶ Recreational value
- ▶ Improved physical and recreational access
- ▶ Budget and project costs
- ▶ Special considerations for area deficiencies

UORG Advisory Committee

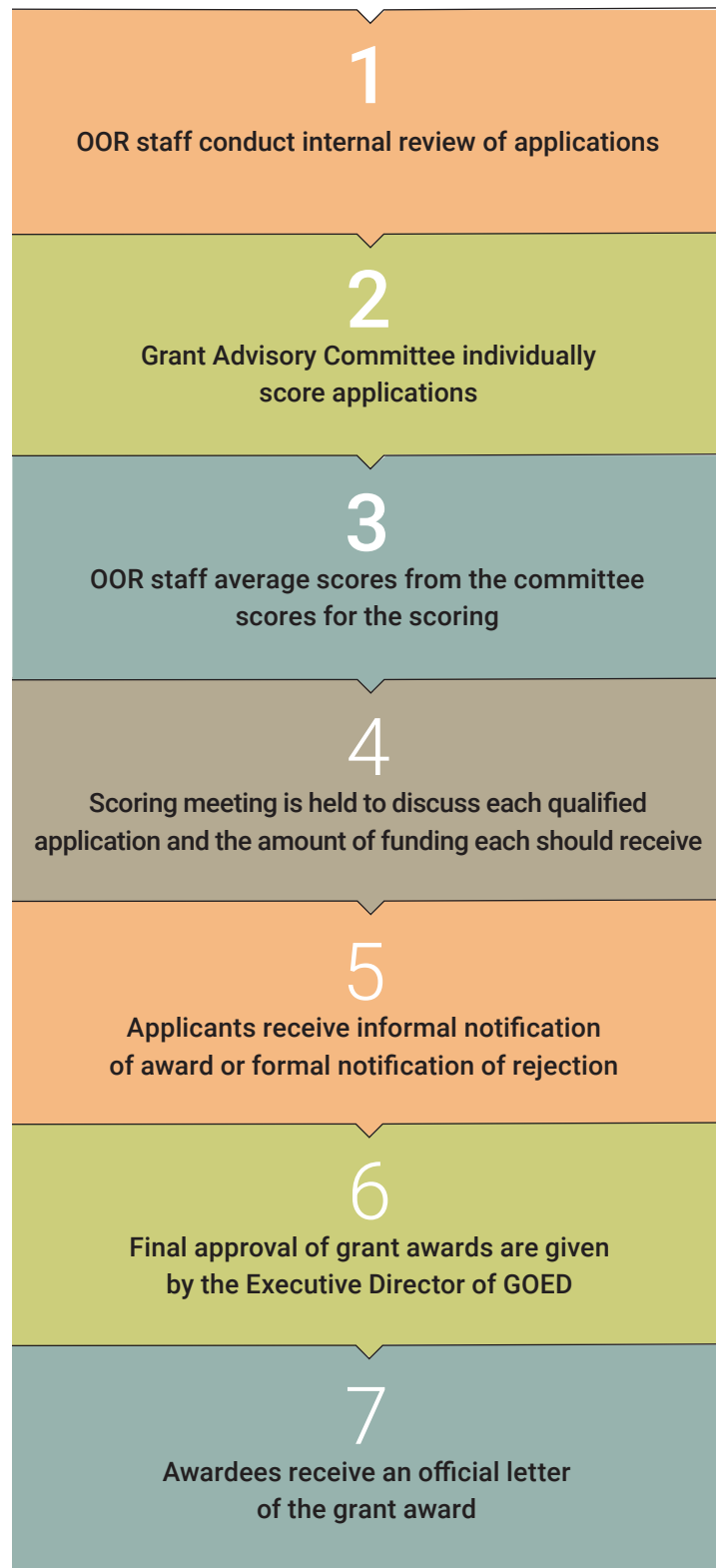
The UORG Advisory Committee is comprised of experts from the outdoor recreation and economic development industries in Utah. Members of the committee serve up to a four-year term along with an elected vice-chair. The UORG Advisory Committee is chaired by the director of the Utah Office of Outdoor Recreation. The rest of the 14 member committee is composed of representatives from the following organizations:

- ▶ The Utah Division of Parks and Recreation
- ▶ The Office of Tourism
- ▶ The Bureau of Land Management
- ▶ The National Park Service Rivers, Trails and Conservation Assistance Program
- ▶ The Utah League of Cities and Towns
- ▶ The Utah Association of Counties
- ▶ The Utah Tourism Industry Association
- ▶ The Utah Hotel and Lodging Association
- ▶ The committee's remaining members are drawn from: The outdoor industry, the health care industry, a program representing multi-ability groups, and a university's outdoor recreation, parks, or tourism department.

The UORG Advisory Committee scores the applications individually before meeting as a group to review all applications and their highlights. After individual scores are submitted, the OOR staff averages each project's scores and places projects from highest to lowest average scores. During the final scoring meeting, the committee will award grant funding to the most qualified and impactful infrastructure projects with guidance from the chair.

The grant awards will then receive final approval from the Governor's Office of Economic Development (GOED) executive director, and the selected applicants will receive official notification of the award and contracts to be signed.

SELECTION PROCESS GRAPH



Recipient Responsibilities

What to expect after receiving a grant: Preview of the contract, progressing in your project and reimbursement.

Paying First

The OOR grants will be disbursed in full after the project is completed. The UORG Tier 1, UORG Regional Asset Tier, and RRI projects must be complete within 24 months of the date the contract is signed. The UORG Mini-Grant and Utah Outdoor Classroom grant must be finished within 18 months of the date the contract is signed. Up to 75% of the grant may be given before completing the project if the OOR approves the partial reimbursement request. Once all necessary documentation has been submitted and approved, funding can be expected within three weeks. All final portions of funding will be contingent upon inspection of the completed project.

Office of Outdoor Recreation Grant Agreements

The OOR Grant Agreements are an agreement between the State of Utah, GOED (referred to as "State"), and the Awardee. A project may not begin without a fully signed grant agreement from the State. Awardees have one year from the contract's date to begin substantial work (e.g., the award of contracts or completion of at least 25% of the work). Awardees that cannot conform to this provision will have their projects canceled. Funds recovered from cancellations will be reassigned to other

projects on the priority list or added to the next grant cycle. Office of Outdoor Recreation grant agreements include two outdoor work seasons.

Statewide Vendor Number

Grant recipients must have a statewide vendor number to receive the payments. W-9's are requested in the grant application, so vendor numbers can be created so awardees can be paid. If an Electronic Funds Transfer (EFT) is preferred, please ask OOR staff to send the EFT Authorization Form.

Financial Records

Grant expenditure records must be at least as detailed as the cost categories indicated in the approved budget. The grant recipient should keep records of all receipts, paid bills, and legal agreements with contractors. Actual expenditures are compared with budgeted amounts. The grant recipient can only be reimbursed for their own expenses and not for the bills paid by a partner with whom the state does not have a contract.

Insurance Requirements

Grantees are responsible for any potential legal claims arising out of their project from their staff or volunteers. The grantee will be required to add the State of Utah to its insurance policy as an additional insured. Suppose the grantee does not hold sufficient insurance as laid out in the contract. In that case, written confirmation from land management agencies through volunteer service agreements, or certificates of liability from contracted organizations will need to be provided and approved.





Amendments to Grant Agreements

Project amendments for time extensions will be reviewed on a case-by-case basis. Requests must be made in writing (email) and submitted to the OOR before the agreement's expiration.

Progress Reports and Inspections

Within six months of the contract start date, grant recipients will be reminded to fill out a simple progress report. Emails about reporting deadlines will also include detailed instructions on accessing, filling out, and submitting each report. Progress reports will be required every six months during the 18-month or 24-month contract period. Periodic on-site inspections may be made by OOR to ensure that the project is underway and on schedule. For UORG Tier 1 and Regional Asset Tier funding, a final on-site inspection will be required before the final grant payment can be made. For all other grants, photos and videos will be required in place of a site visit.

Post-Completion Requirements

Acknowledgment of the grant: Once the project is completed, UORG Tier 1 and UORG Regional Asset Tier grantees must erect a sign at the project site that identifies the grant's project and funding support. The cost of fabricating and erecting the sign is an eligible cost. Acknowledgment signage can use the grant name or official grant logo. The sign must be placed in a visible area.

Promotion of the Project: As the project reaches completion, OOR can help with project promotion and facilitate pitching to the media. Email OOR to start the process. Once the infrastructure project is completed, the managing organization should promote the project and ensure publicity efforts make the public aware of its existence. This can be a grand opening ceremony utilizing local media and/or social media outlets to promote the project and its availability to the public.

Operation and Maintenance: As outlined in the Statement of Responsibility, the project area or trail developed with OOR assistance should be operated and maintained as follows:

- ▶ Inviting and attractive to the public.
- ▶ Kept reasonably open, accessible, and safe for public use.
- ▶ Infrastructure maintained through an estimated life time to prevent deterioration.

Usage Documentation: All grantees must provide OOR with a selection of high-resolution images that show the public enjoying the built infrastructure. If the infrastructure is a trail, also send a map of the new additions. We prefer that the grantee submits periodic photos of the project in progress and completed project photos.





Reimbursement Process: Request for Reimbursement

As the project nears completion, email Tara McKee (tmckee@utah.gov) for instructions and access to submit a **Reimbursement Request**. Collect all supporting documentation, such as copies of bills, invoices, receipts, and other purchase proofs. Additionally, you will be required to submit a completed Final Progress Report form.

Awardees will only receive reimbursement funds up to the amount the awardee spends (e.g., if you were initially awarded \$10,000 but only ended up spending enough to qualify for \$8,000, OOR can only reimburse you \$8,000).

Partial Reimbursements: Grant recipients may submit a request for partial payment before the project is completed. The reimbursement form and a ledger of the expenses paid (with supporting documentation) are needed to show the contributions made to the match by the recipient and by the financial and in-kind partners. The Office of Outdoor Recreation will reimburse the grant recipient for up to 75% of the grant award amount on a matching basis. A grant recipient can expect to receive funding within three weeks of submitting all necessary documentation.

Expense Documentation: Recipients must submit protect expense documentation sufficient for a state audit. Along with a ledger, this should include copies of project bills, receipts, canceled payment checks or a scanned copy of the bank statement with sensitive information redacted and an accounts paid report generated by the accounting department. Project managers can also use the timesheet for billed labor and equipment. All monies reimbursed must be those verifiably spent by the grant recipient and/or the recipient's partner(s) named in the application. The Office of Outdoor Recreation will only reimburse the grant recipient; they cannot reimburse any partners.

Documentation for In-Kind Donations: In-kind professional services, service performed by volunteers, or in-kind donations of material must be documented – especially if they are part of the match. Please record the value of an in-kind contribution for professional services as you receive them in the project contractor's ledger in a separate section from the billed accounts. If community volunteer services are donated to your project, record it appropriately using a sign-in sheet. You can find examples and more detail about documenting in-kind donations in Appendix F.

Sales Tax Exemption: As noted in the contract, the state will provide the contractor with its sales tax exemption number. The state will not reimburse the contractor for funds spent on sales tax.

Site Visit: For UORG Tier 1 and Regional Asset Tier grantees, final funding is contingent upon inspection of the completed project. You must submit an official site visit request by emailing OOR. This meeting will allow you to show off the completed work and reinforce the importance of outdoor recreation amenities in the area. The OOR staff will confirm the project is completed according to contract terms, including confirmation that the project site has UORG signage. If the sign has not been placed at the time of the site visit, please send us a photo once it is up. The final grant payment is released at that point.

For UORG Mini-Grant, RRI, and Utah Outdoor Classroom grantees, a site visit can be arranged if necessary or desired. However, videos and photos are required to be submitted as a part of the close-out process. Ideally, this media will show the project during construction as well as completed.

Reimbursement Process: Match Documentation for Reimbursement

Step 1 – Download and Review Reimbursement Documents: You can access these documents by logging on to the same account where you filed your application or by visiting the OOR website.

- ▶ **Utah Outdoor Recreation Grant Reimbursement** document.
- ▶ **Utah Outdoor Recreation Grant Budget** document or simple ledger.
- ▶ For matches of volunteer labor or in-kind contributions:
- ▶ For community volunteer labor, download and fill out the **Utah Outdoor Recreation Grant General Volunteer Labor document** OR provide a **timesheet** from the contributing organization.
- ▶ For other types of in-kind contributions, download and fill out the Utah Outdoor Recreation Grant In-Kind Contribution Form.

Step 2 – Applicant Match:

The Report of In-Kind / Cash Match Contributions form describes the in-kind and/or cash match that was provided for the project. If you are using in-kind as a portion of your match, please provide the documentation, which you should document in a comparable amount to grant reimbursement.

For example, if you spent 40% of the grant funds, you should have documented about 40% of the required match.

Step 3 – Organize Verifying Information:

You must collect and submit a receipt, or purchase documentation, and support that the transaction occurred with payment documentation. Purchase documentation shows who, what, when and how much was paid, such as an invoice. Payment documentation is





commonly a cleared check, bank statement, or electronic funds transfer document, etc. Please see the Guidance on Receipts, Purchase and Payment Documentation below.

Verify the grant award's expenditures meet the criteria located on the list of eligible and ineligible expenses in the Program Guide and are pertinent to the project budget. Verify the actual work performed was for this project and that the work corresponds to either the project reimbursable or matches categories listed in the project budget.

- Within the time period: Remember that only expenses incurred AFTER the contract approval date are considered eligible reimbursable expenses. This means the date on the receipt cannot be before the date on the contract.
- Goods and services: You must retain original invoices and receipts – or other proof of payment – for all goods and services purchased for the project.

Step 4 – Itemize the Qualified Project Costs for Reimbursement:

Itemize invoices, receipts, or other proofs of purchase, indicating what products and services were charged for the project. These costs should be itemized in the Cash Detailed Description of the submitted budget or ledger.

Guidance on Receipts, Purchase and Payment Documentation:

► **Receipts:** When receipts are available, no other proof of payment is required. If a receipt is not received, the purchase and payment documentation is required. A receipt is any document that contains the following IRS-required elements:

1. Name of Vendor (who – the person or company – you paid)
2. Transaction date (when you paid)
3. A detailed description of goods or services purchase (what you bought)
4. Amount paid
5. Form of payment (how you paid: cash, check, or last 4 digits of the credit card)

► **Purchase and Payment Documentation:** Provides the who, what, when, and how much was paid such as an invoice, purchase order or another document provided by the seller.

Provide proof of payment only if no receipt is available, was not provided by the merchant, and there is no other way to demonstrate that you incurred an expense for the project.

If you do not have a receipt, you must provide one of the following documents to demonstrate that the transaction occurred:

► **Cleared check:** When submitting this information as proof of purchase, obscure the bank routing and account numbers printed on the bottom of a check, leaving any numbers in the lower right corner visible. Most cleared checks are available as scanned images from your online bank account.



► **Credit card or bank statement:** When submitting this information as proof of purchase, obliterate the cardholder address, account number, summary account number (payment due, balance, etc.), and all other details not relevant to the particular transaction for which you are requesting reimbursement. The information must be fully redacted. You can use Adobe Acrobat's redaction tool or a classic black marker to completely hide your personal information.

► **Timesheets:** All payroll costs must be based on records that accurately reflect the work performed and must be documented on a timesheet.

The timesheet:

- Must reflect an after-the-fact determination of the actual activity of each employee.
 - Must account for the total activity for which the employees are compensated.
 - May not be budget estimates or other distributions based on a percentage before the work was performed.

Payroll: Is it a Match or Project Cost?

► **Match:** The time of your organization's full-time staff that is directly related to the approved project scope may be reported as a match but is NOT a reimbursable cost. The reportable amount is the employee's regular hourly rate of pay, excluding taxes, benefits and overtime. A payroll register or payroll summary is acceptable as documentation. Be sure to remove any sensitive information.

► **Project cost (reimbursable by the grant):** Seasonal staff that have been hired for only the duration of the project may be counted as a project cost. The reportable amount is the employee's regular hourly rate of pay. A payroll register or payroll summary is acceptable as documentation. Be sure to remove any sensitive information.

Step 5 – Document and Itemize the Value of Matches for Grant:

Itemize the types of donated services, materials, supplies, or equipment that were part of your match in the construction of the project. These costs should be itemized

in the In-Kind Detailed Description of the submitted budget or ledger that you submit with the reimbursement request.

A review of what counts as an in-kind match:

► **Materials and supplies** are considered donated when they are given to the project at no cost. The reported value of donated materials is the market value of the materials or supplies at the time used. You must retain a copy of the invoice or letter from the organization acknowledging the donation and its value.

► **Services** are considered donated when they are provided by a third party-organization at a reduced cost or free to you. You must retain a copy of the invoice or letter from the organization acknowledging the donation and its value.

► **The value of volunteers or donated labor** is the time provided by a person without compensation. Labor donations are valued at an hourly rate, excluding taxes, benefits, and overtime.





► **Donations:**

- Are third-party contributions
- Are provided at no cost
- Must be allowable within the program scope
- Cannot be reimbursed
- Cannot be reported on more than one grant
- Must be backed up with a detailed log or otherwise verified as a third party donation

Determining the value of donated or volunteer labor:

The value of volunteers– or donated labor – is the time provided by a person without compensation. Labor donations are valued at an hourly rate, excluding taxes, benefits and overtime.

You may use the volunteer’s current hourly rate, excluding benefits, or you may use the federal value of a volunteer as determined during the year the project is commenced at the Value of a Volunteer website.

A higher rate may not exceed the standard hourly rate of volunteers unless the program requires an advanced skill level that the volunteer is providing and the volunteer has met one of the following conditions:

- Has extensive experience in the activity.
- Made or makes a living performing the activity.
- Completed advanced training in the activity.
- Obtained a professional or technical certification in the activity.

Donated Labor Documentation:

- Individual’s name
- Date(s) of service
- Location/program or project site
- Hours worked
- Individual or crew leader signature

Please note: If the volunteer’s time is coordinated by a third-party organization, you must maintain the same level of information as detailed above.



APPENDICES



APPENDIX A

Using OOR Website Resources

As part of our effort to equip applicants with all the needed tools for a successful application and project, we have put together an extensive resource page on our website and we are constantly updating it with new information. Below is just a sample of the available resources we have collected. To access the full list go to business.utah.gov/outdoor/grants.

Application Breakdowns - View a complete sample application for all our grants so you'll know exactly what to prepare and plan for. Additionally, a detailed breakdown of each section in the application is included.

Project Planning

- ▶ Trail Construction and Maintenance Notebook (USFS)
- ▶ BLM Guidelines for a Quality Built Environment
- ▶ Equestrian Design Guidebook for Trails, Trailheads, and Campgrounds
- ▶ Avoiding the Most Common Mountain Bike Trail-building Mistakes and Community Mountain Bike Skills Park
- ▶ Prepare to Launch! Guidelines for Assessing, Designing, and Building Launch Sites for Carry-in Watercraft

Planning for Accessibility:

- ▶ ADA Accessibility Guidelines for Buildings and Facilities or Final Accessibility Guidelines for Outdoor Developed Areas
- ▶ Recreational Facilities in the ADA and ABA Standards

Outdoor Classroom Toolkit:

- ▶ Planning your project
- ▶ Sample outdoor classrooms
- ▶ Price estimation guide
- ▶ Principles for outdoor classrooms

Writing your application:

- ▶ 2020 Grant Workshop Webinar
- ▶ Step-by-Step Online Application Help Webinar
- ▶ Step-by-Step Budget Spreadsheet Webinar

Other:

- ▶ 2020 UORG Annual Report
- ▶ Benefits of Outdoor Recreation
- ▶ Economic Development information
- ▶ Determining Fair Value on Matching Non-Cash Donations
- ▶ Utah Department of Transportation Match Guidelines

APPENDIX B

Application Attachments Checklist

<input type="checkbox"/> Location Map (Required)	Required to show the location of the project within your community. Identify the main roads in the community that provide access. Note other in-frastructure that surrounds it. If it is a trail, it should show how it links to other recreational amenities or other trails (if applicable).
<input type="checkbox"/> W-9 Form (Required)	Required in order to create state vendor numbers for payments.
<input type="checkbox"/> Applicant Logo (Required)	Required for any promotion and reporting by the OOR.
<input type="checkbox"/> Recreational site plan, engineering plans, or conceptual drawing (Required)	Required to show a recreational site plan, engineering plans, or conceptual drawing with enough detail to determine design details such as orientation and layout of the project itself.
<input type="checkbox"/> Letter of support from the local tourism or economic development office (Required for UORG Tier 1 and Regional Asset Tier only)	<p>Required: Economic Development/Tourism: The project must have at least one of the following:</p> <p>(1) An endorsement from the local tourism office stating that the project has the potential to increase tourism to the area, or</p> <p>(2) A statement from the local economic development office that the project has the ability to help attract growth and retention of residents and businesses in the community/area. Either way, the project must fit the qualifications of Utah Code Annotated Title 63N, Chapter 9, Part 2.</p>
<input type="checkbox"/> Statement of Responsibility (Required)	<p>The statement can be in the form of a letter and should be written, signed, and dated by the appropriate leader of the organization who will be responsible for the long-term maintenance of the infrastructure project for at least 10 years. The Statement of Responsibility should answer these questions:</p> <ul style="list-style-type: none"> ▶ What are the plans for both the short and long-term maintenance of the infrastructure? ▶ Which entity will be responsible for the long-term maintenance of the infrastructure, including covering the annual maintenance costs? ▶ Who accepts the legal responsibility for the built infrastructure?
<input type="checkbox"/> Letters of support from project partners (If applicable)	Letters of support from each project partner show commitment, support, and approval of the project. This should be personalized and not a form fill letter. If the applicant has no partners for the project, this is not a requirement.
<input type="checkbox"/> Letter of support from the community (recommended)	Letters of support from the community can underscore the importance of the infrastructure. As each project is so different, we leave it to each applicant to help build the case for why their project should receive grant funding. The applicant should reach out to appropriate organizations, businesses or entities for some strong and individualized recommendations showing support for the project. <i>Please note that members of our grant advisory committee cannot write letters of support.</i>

<input type="checkbox"/> Budget Spreadsheet (Required)	<p>(Download a template of the spreadsheet off of the OOR grants website. It is also included in this program guide.)</p> <p>Budget/Costs/Matching Requirements: The Office of Outdoor Recreation will not fund more than 50 percent of the proposed project's eligible costs. A minimum of 25 percent of the total project costs must be a cash match from the applicant and/or partners.</p> <p>Secured Funds: At least 75 percent of the matching funds for the project must be secured in order to apply. Other grants and/or funding from partners may be used as part of the match but the applicant should show their commitment by dedicating funds to the project as well.</p>
<input type="checkbox"/> Written confirmation of donations from financial partners (If applicable)	<p>Provide written confirmation of donations from any partners who will be providing cash or in-kind donations for the construction of the project. This information can be included in a letter of support from financial partners or contributing sponsors.</p>
<input type="checkbox"/> Timeline (Required)	<p>Download a copy of the timeline on the OOR grants website. Grantees are allowed up to 24 months from the contract signing date for completion of the project. Give detailed explanations on how the project will be constructed, what work will be done each month, and by whom.</p>
<input type="checkbox"/> MOU or landowner agreement (If applicable)	<p>Land Owner Agreement(s): If the property is wholly owned and managed by the grant applicant, such as a local or tribal government, an agreement is not needed. Otherwise:</p> <ul style="list-style-type: none"> ▶ Private property: If you have a trail that will go through private property, you'll need to provide a copy of a Memorandum of Understanding with the landowner, the Grant of Easement, a copy of a lease, or other relevant documentation. ▶ Public property: If your project is being built on public land, provide a copy of the agreement with the appropriate land manager. Additionally, we HIGHLY recommend that if this project or trail is being built on public land the local land manager (e.g. the BLM, National Forest Service, etc.) is one of the active project partners.
<input type="checkbox"/> Federal permits or a letter stating their status (If applicable)	<p>Sensitive Wildlife Areas: All applicants must check the Utah Division of Wildlife Resources (DWR) Sage Grouse Management Area (SGMA) map at https://bit.ly/2N6cov3 to determine if their project is located within an SGMA. If the project occurs within an SGMA, the project applicant must coordinate with DWR to make reasonable accommodations to avoid, minimize, or mitigate the impacts to greater sage grouse and their habitats. Other examples of sensitive species in Utah include prairie dogs and desert tortoises. Applicants should visit DWR's website (http://bit.ly/2ldLNt) to view information on sensitive species specific to your particular project area. Direct questions to Sarah Lindsey of DWR (sarahlindsey@utah.gov). Note: It can take up to two weeks to process your inquiry. Please plan accordingly</p>

APPENDIX C

Timeline Template

This is the UORG timeline template meant to fit a variety of different projects. Adjust it to fit your particular project with variable and specific details. Examples could include: “Flag route for the mountain bike trail” or “Identify three portage sites along the river.” Expand the spacing as needed and provide approximate dates. Labeling who will be executing each event in the timeline is also helpful. Visit business.utah.gov/outdoor to download the timeline template.



APPENDIX D

Budget Spreadsheet

The Budget Spreadsheet shows that the applicant understands the Utah Office of Outdoor Recreation match requirements, has set up in-kinds correctly and is planning to spend the money appropriately and within the bounds of the grant's allowable costs. This sheet is meant to correspond with the grant request and the project's total value. It also provides documentation of the construction being done, as described in the project description and abstract. Review the example sheet below. The term "awarded bidder" is satisfactory if you do not yet know the contractor's name. Watch this webinar for step by step instructions on how to fill out the Budget Spreadsheet: <http://bit.ly/UORGbudget>. Download the Budget Spreadsheet template here: business.utah.gov/uorg. Please note the step-by-step instructions on the sheet.



Project Name:	Project Applicant:	Qualified for UORG Match
Utah City Multi-Use Trail	Utah City	

Step 1: list all sources of Cash Funding by type for the entire project. These can include other donations, grants received, etc. UORG requested funds go in the first row (orange). Applicant Cash Funds go in the next row. Other Cash Partners (if applicable) go in the following

OVERVIEW OF FUND SOURCES					
1. CASH OVERVIEW	Type of Funds	Source of Funds (Organization)	Date Secured	Cash Amount	Total Cash Funding (\$)
Can be other donations, grants received, etc. Insert more rows as needed below	Utah Outdoor Rec. Grant	Office of Outdoor Recreation	9/1/18	\$50,000.00	\$50,000.00
	Applicant Cash Match	Utah City	2/28/18	\$100,000.00	\$100,000.00
	Partner 1 Cash Match	Foundation Grant	1/15/18	\$25,000.00	\$25,000.00
	[Partner 2 Cash Match]				\$0.00
				TOTAL CASH FUNDING	\$175,000.00

Step 2: list all sources of In-Kind (non-cash) Match for the entire project. In-Kind is defined as donated products, labor or services.

2. IN-KIND MATCH OVERVIEW	Type of Funds	Source of Funds (Organization)	Date Secured	In-Kind Value	Total In-Kind Funding (\$)
Value of materials, equipment or services from applicant or partners. Insert more rows as needed below	Applicant In-Kind Match	Wile E. Coyote Equipment	1/15/18	\$5,000.00	\$5,000.00
	[Partner In-Kind Match]	Community Volunteers	6/20/18	\$1,812.50	\$1,812.50
	[Partner In-Kind Match]				\$0.00
	[Partner In-Kind Match]				\$0.00
				TOTAL IN-KIND FUNDING	\$6,812.50

TOTAL PROJECT VALUE	TOTAL PROJECT COST (UORG+CASH+IN-KIND)	\$181,812.50
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DETAILED LIST OF ANTICIPATED USE OF FUNDS

Step 3: list all the uses of cash for the project by Type of Service. Note: The total cash listed here in Step 3 should match the total listed in the cash overview from Step 1. please fill the amount being used from UORG (orange), applicant funds, or partner funds below. Add rows as needed.

3. CASH DETAILED DESCRIPTION							Difference between Step 1 and Step 3: \$0.00	Cash Amounts Agree
Type of Service: Please select or change type from dropdown menu by clicking cell.	Source of Funds (Organization)	Anticipated Use of Cash Funds: Briefly describe	Number of Units	Cost Per Unit	Extended Cost	Utah Outdoor Recreation Grant Funds	Applicant Funds	Partner Funds
Professional Services	ACME Engineering	Engineering Costs	1	\$ 19,000.00	\$ 19,000.00		\$ 19,000.00	
Equipment	Awarded Bidder	Mobilization	1	\$ 6,700.00	\$ 6,700.00	\$ 6,700.00		
Equipment	Awarded Bidder	Clearing	60000	\$ 0.08	\$ 4,800.00	\$ 4,800.00		
Equipment	Awarded Bidder	Grading	6000	\$ 2.85	\$ 17,100.00	\$ 17,100.00		
Equipment	Awarded Bidder	Finish Grading	44000	\$ 0.20	\$ 8,800.00	\$ 8,800.00		
Materials	Awarded Bidder	HMA 3"	43000	\$ 1.90	\$ 81700.00		\$ 81,000.00	\$ 700.00
Materials	Awarded Bidder	Roadbase	53000	\$ 0.60	\$ 31,800.00	\$ 12,600.00		\$ 19,200.00
Materials	Awarded Bidder	Pavement Markings	4400	\$ 0.25	\$ 1,100.00			\$ 1,100.00
Materials	Awarded Bidder	Signs	10	\$ 300.00	\$ 3,000.00			\$ 3,000.00
Materials	Awarded Bidder	Drainage Pipe	40	\$ 25.00	\$ 1,000.00			\$ 1,000.00
ANTICIPATED USE OF CASH FUNDS				CASH SUB TOTAL	\$ 175,000.00	\$ 50,000.00	\$ 100,000.00	\$ 25,000.00

Step 4: list all the uses of In-Kind for the project by Type of Service. Note: The total In-Kind listed here in Step 4 should match the total listed in the In-Kind overview from Step 2. please fill the amount being used from the applicant, or partner funds below. Add rows as needed.

4. IN-KIND DETAILED DESCRIPTION							Difference between Step 2 and Step 4: \$0.00	In-kind Amounts Agree
Type of Service: Please select or change type from dropdown menu by clicking cell.	Source of Funds (Organization)	Anticipated Use of Cash Funds: Briefly describe	Number of Units	Cost Per Unit	Extended Cost	Applicant Funds	Partner Funds	
Professional Services	Community Volunteers	Flagging & Clearing Land	250.00	7.25	\$ 1,812.50		\$ 1,812.50	
Equipment	Wile E. Coyote Equipment	Equipment rental	2.00	2,500.00	\$ 5,000.00	5,000.00		
ANTICIPATED USE OF IN-KIND FUNDS				IN-KIND SUB TOTAL	\$ 6,812.50	\$ 5,000.00	\$ 1,812.50	

TOTAL Eligible Project Costs	TOTAL PROJECT COST (UORG-Cash+In-Kind)	\$ 1,812.50
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Step 5: Please include an estimate of costs that contributed to the overall project cost, but are not eligible as a grant match. Example: work completed prior to grant award, purchase of real estate, NEPA or other permitting etc.

5. ADDITIONAL INELIGIBLE PROJECT COSTS				\$ 100,000.00
Description	Source of Funds	Cost		
Land Purchase— 2 Acres	Applicant	\$ 100,000.00		
	TOTAL	\$ 100,000.00		
TOTAL PROJECT COST (projected)				\$ 281,812.50

APPENDIX E

Reimbursement Request

OOR will reimburse up to 75% of the total grant amount upon receipt of all proper and complete documentation prior to completion of the Project. OOR will reimburse the remaining 25% of the total grant amount when the project is completed and after receipt of all proper and complete documentation showing monies spent by the grant recipient on the infrastructure project as described in the application.

Awardees will only receive reimbursement funds up to the amount the awardee spends (e.g., if you were initially awarded \$10,000 but only ended up spending enough to qualify for \$8,000, you will only be reimbursed \$8,000).

Example:

Project Name:	Crooked River Mountain Bike Trail Loop		
Contract Number:	12345		
Date Submitting for Reimbursement:	7/4/2021		
Grant Recipient (Organization):	Awesome Town		
Mailing Address for check:	350 State Street, Awesome Town, UT 84403		
Legal Status of Grant Recipient (select one):	<input checked="" type="checkbox"/> Governmental agency or <input type="checkbox"/> Non-Profit Corporation		
Reimbursement Requested:	\$60,000		
Payment type requested (select one):	<input type="checkbox"/> Partial (1st payment) <input type="checkbox"/> Final (2nd payment)* <input checked="" type="checkbox"/> Final (only payment)*		
Total amount spent for project construction or total amount to date:	\$152,800	If 2nd UORG payment, total amount previously received:	0.00
Grant Recipient's Match (partial or full match as appropriate to request, including match of financial partners):	\$92,800		

Briefly describe what was accomplished with these funds:

ACME Construction, Inc., a certified trail builder in our area, was hired to build the entire scope of the trails project. The company provided all materials, insurance, labor and equipment for the fully functional, finished trails. A map and photos of the finished trail are attached.

APPENDIX E *(continued)*

With this request, is the project now complete?

☒ Yes. The site visit has been scheduled for: 8/1/2021

☐ No

If the project is now complete, have you erected Utah Outdoor Recreation Grant attribution signage?

☒ Yes, UORG attribution signage is at the site.

☐ No, UORG attribution signage is not at the site yet but will be by (date).

☐ Please attach a ledger of your expenses plus copies of all invoices as well as proof of matching funds received and spent. As noted in the application and contract, eligible expenses for reimbursement may be a combination of cash and in-kind donations, with in-kind donations not to exceed 50 % of the total maximum grant amount to be reimbursed (i.e., 25% of the entire project). Acceptable in-kind donations are non-cash donations in the form of equipment, supplies, services, and other expendable property. All expenses to be reimbursed must have been spent on the Project as defined in the contractor's Utah Outdoor Recreation Grant Application.

Sales Tax Exemption: As noted in the contract (*Amendment A, item 14*), the State will provide the contractor with its sales tax exemption number. The State will not reimburse the contractor for funds spent on sales tax.

For Office of Outdoor Recreation Use ONLY

Director, OOR

Date

Director, Compliance, GOED

Date

Finance Approval, GOED

Date

APPENDIX F

Reimbursement Documentation: In-Kind

It is imperative that you adequately document the in-kind professional services or in-kind donations of material, especially if it is part of your match.

What counts as an in-kind match?

The in-kind contribution must be necessary to accomplish the scope of work for the project described in the OOR Grant contract. The in-kind contribution must meet all the requirements of allowable costs as described in this Program Guide.

- ▶ **Materials and supplies** are considered donated when they are given to the project at no cost. The reported value of donated materials is the market value of the materials or supplies at the time used. You must retain a copy of the invoice or letter from the organization acknowledging the donation and its value.
- ▶ **Services** are considered donated when they are provided by a third party-organization at a reduced cost or free to you. You must retain a copy of the invoice or letter from the organization acknowledging the donation and its value.
- ▶ **The value of volunteers or donated labor** is the time provided by a person without compensation. Labor donations are valued at an hourly rate, excluding taxes, benefits, and overtime.
- ▶ **Donations:**
 - ▶ Are third-party contributions
 - ▶ Are provided at no cost
 - ▶ Must be allowable within the program scope
 - ▶ Cannot be reimbursed
 - ▶ Cannot be reported on more than one grant
 - ▶ Must be backed up with a detailed log or otherwise verified as a third party donation

Valid documentation includes:

- ▶ A description of the goods or services contributed toward the construction of the project.
 - ▶ The purpose of the goods or services as related to the completion of the project.
 - ▶ Time sheets for volunteer personnel services (see below).
 - ▶ The basis for determining the value of the services or goods (e.g., the hourly rate of the volunteers was determined by the rate for typical hourly wages of skilled or unskilled labor in the area, or the value of the good was determined by its retail value).
 - ▶ Any additional documentation necessary for authentication of the transaction.

Example of a time sheet for donated labor project name _____

Date(s) of service	Location	Project	Name of volunteer	Crew Leader or Project Leader	Hours	Rate	Total in-kind match	NOTES	Crew Leader signature
1/1/2019	Ashley NF	Trail flagging for new Old Town Road Trail	Nick Jonas	Montero Hill	4	\$ 24.99	\$ 99.96	10 Volunteers spent 4 hours naming historic artifacts and cataloging	

Example of a time sheet for donated equipment project name _____

Date of contribution	Description of contributed item or Service	Purpose for which contribution was made	Real or approximate value of contribution	How was value determined? (i.e. actual, appraised, fair market value)	Who made this value determination?
1/1/2019	Use of Dump Truck	To haul gravel to trailwork site	\$ 660	\$165/hr donated for 4 hrs	Owner of Dump truck

I certify that all labor and equipment donations were properly supervised and used productively on this project.
I further certify that equipment was used by qualified operators and all figures shown above are true and accurate.

Supervisor's Signature _____

APPENDIX G

Considering the Utah Corps Collaborative for Your Project

As partnership organizations, corps can leverage state, federal, and private funding to employ youth to accomplish landscape scale shared stewardship initiatives.

The Canyon Country Youth Corps (CCYC) is the stewardship program of the Canyon Country Discovery Center. CCYC hires young adults ages 15-30 for 5 to 25 weeks to complete service projects on public lands in the Four Corners area in partnership with land management agencies. CCYC Crew Members work on the health and accessibility of these lands through projects such as; building and maintaining trails, fuel mitigation, fence construction and maintenance, invasive species removal, and habitat restoration.

Southern Utah University's Intergovernmental Internship Cooperative (IIC) engages regional youth in internships and youth crews to develop tomorrow's public land professionals and advocates. Interns gain experience by working with public land mentors and together they accomplish visitor services; range, vegetation, and wildlife monitoring; engineering and archeology support; and build and maintain trails and fences. Each year the IIC places 200+ interns with NPS, BLM, & USFS and contributes \$1.5M in wages and benefits to rural economies.

Utah State's Utah Conservation Corps (UCC) is an AmeriCorps program with a mission to develop the conservation leaders of tomorrow. Founded in 2001, the UCC has three field offices in Logan, Moab, and Cedar City to complete crew-based projects like habitat restoration, trail maintenance, fuels reduction, and ADA surveys. The program, with 250+ AmeriCorps members serving annually, also completes disaster response projects throughout the nation and has been cooperating with higher education institutions throughout the state to address food insecurity in student and at-risk populations.

Dave Bastian, CCYC: daveb@ccddiscovery.org

Briget Eastep, IIC: eastep@suu.edu

Sean Damitz, UCC: sean.damitz@usu.edu





PHOTO : JASON FINN



Utah Governor's Office of Economic Development

OFFICE OF OUTDOOR RECREATION

*The mission of the Utah Office of Outdoor
Recreation is to ensure Utahns can live a healthy
and active lifestyle through outdoor recreation.*

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For more information about the Utah Office of Outdoor Recreation, please visit business.utah.gov/outdoor. You can download a PDF of this guide and find sample applications, planning resources, and more by accessing our online resources page at business.utah.gov/outdoor/grants.